

PHILIP MORRIS U.S.A.  
INTER-OFFICE CORRESPONDENCE  
RICHMOND, VIRGINIA

To: S. E. Rickerson, Esq.

Date: December 11, 1989

From: L. M. Cummings

*Lewis M. Cummings*

Subject: RECORDS RETENTION SCHEDULE DATA BASE

The Records Retention Schedule data base is currently being maintained by Hunton and Williams. Since this will require constant coordination between our companies, this data base should be transferred to Philip Morris. The transfer of the data base will facilitate the implementation of the Records Management Program as follows:

- o In conducting the implementation process, new categories and corresponding category codes are required by all departments to label files and to complete the inventory forms. Since labeling and inventorying are being performed as records are classified, new category codes must be assigned almost daily. Also, duplicate and unused categories could be deleted, and the corresponding category codes could be reassigned.
- o Any errors in the initial assignment of category codes could be immediately rectified.
- o Each department's Records Retention Schedule must be finalized and approved before the Records Management Department can begin the reconciliation of the department's records in the records center, before disposal and transfer notices can be issued, and before the disposal and transfer of records can be performed. Therefore, Records Retention Schedules must be printed and forwarded to functional heads for approval, with the possibility of being returned for additional changes requiring reprinting, as they are finalized.
- o The Records Management Department will have access to the data base to assist departments in making retention and classification decisions and to assure uniformity and consistency in retention, category, and category code assignments within and between departments.

Before the data base is transferred, I will need to know the software used to create and maintain it, if the data files can be converted to ASCII files, and the size (number of bytes and records) of the data base.

I would like to have the data base transferred by December 20, 1989, and my staff is available to assist Hunton and Williams in this endeavor. Please keep me advised of the status of this request.

cc: A. J. DeBaugh, Esq.  
T. G. Slater, Jr., Esq.

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